



SCHOOL COORDINATOR RESPONSIBILITIES

NAEP 2007 In Your School

As the School Coordinator, you will serve as the liaison for all NAEP assessment activities in your school.

In the fall, the School Coordinator will be responsible for the following tasks:

Register for the MySchool web site.

The MySchool web site provides information relevant to schools about what to expect throughout the NAEP assessment process. An unlimited number of school staff may register to access the site and receive email notifications about upcoming assessment activities. To register for MySchool, go to www.mynaep.com and complete the registration form.

Complete and submit the NAEP School Data Collection Form.

The NAEP School Data Collection Form collects the information needed to draw the student sample and begin assessment preparations. This form can be completed electronically via the MySchool web site or in hard copy, depending on the instructions you receive from your NAEP State Coordinator.

If requested, provide NAEP with a list of all grade-eligible students.

NAEP requires a complete list of all students in the selected grade in order to draw a random sample of students to participate in the assessment and to provide background information about students who will be assessed. This list is usually submitted

electronically through E-Filing and may be prepared by the school, district or state. Your NAEP State Coordinator will inform you if you need to provide and E-File this list. Student names will always be kept confidential. Individual student responses or scores are never reported.

Before the assessment date, the School Coordinator will be responsible for the following tasks:

Receive the Preassessment Packet and begin final preparations for the assessment.

In early January, you will receive a Preassessment Packet of information that contains the list of students to be assessed, NAEP questionnaires, and instructions on how to make the final preparations for NAEP. Your NAEP Representative will call you within days of receiving the materials to set up a day and time for the preassessment visit and to answer any questions. Questionnaires about students with disabilities and English language learners should be distributed and completed by the appropriate teachers prior to the visit in order to plan testing accommodations for students during the visit. It is important that you review all the items and complete the necessary tasks described in the Preassessment Packet prior to the visit.

Inform parents.

By law, parents of children selected to participate in NAEP must be informed before the administration that their child may be excused from participation for any reason, is not required to finish the assessment and is not required to answer all test questions. The NAEP State Coordinator will provide additional information about how this requirement should be accomplished, including a sample parent notification letter.

Meet with the NAEP Representative during the scheduled preassessment visit.

In January, you will meet with your NAEP Representative to review the Preassessment Packet contents and go over logistics for the test administration. During the meeting, you will review the list of students to be assessed to verify that their demographic information is accurate and complete. Details for the assessment day will be discussed, such as which students will require accommodations and how they will be administered, the time and locations of the assessment, and how students and teachers will be notified.

On the assessment date, the School Coordinator will be responsible for the following tasks:

Ensure that students attend the session.

Prior to the assessment start time, you will need to be available to ensure that students attend the sessions. You and/or teachers of the selected students are encouraged to remain in the room during the assessment. NAEP Staff will bring all assessment materials to the school and will conduct the session(s). It is very important that attendance rates be as high as possible to avoid the need for makeup sessions. In the event that attendance is less than 90%, the NAEP Representative will schedule a makeup session and administer the assessment to the students who were absent.

Timeline

May, 2006

Schools are notified of their selection for NAEP 2007.

June, 2006

Schools are notified of their assessment date. Dates are entered on the school calendar.

September, 2006

Schools receive a packet of materials with details on the School Coordinator responsibilities. Schools register for the MySchool web site.

September–October, 2006

School Coordinator completes the NAEP School Data Collection Form and if requested, submits the list of grade-eligible students.

October 2006–January, 2007

School Coordinator notifies parents about NAEP.

Early January, 2007

School Coordinator receives the Preassessment Packet and instructions for preparing for the assessment.

Mid-January, 2007

The NAEP Representative and the School Coordinator meet to review the Preassessment Packet material and make final arrangements for the assessment day.

January 22–March 2, 2007 (Assessment Day)

NAEP Staff administer the assessment.

June, 2007

School Coordinator destroys the materials left at the school and returns the postcard to NAEP, as instructed.

We thank you in advance for your help preparing for this important study!